

**DITCH FILL PERMIT APPLICATION
TOWN OF NEWSTEAD**

Highway Department 542-4512

PERMIT # _____

DATE: _____

Work Location: _____

Side of Road: N E S W Length of piping: _____

Between: _____ Road/Street and _____ Road/Street

Specifications: _____

Pipe will be double wall smooth/perforated-bell ends.

Tons of Stone Required: _____ Types of Stone: Clean 2"

Length of Pipe Required: _____ and Diameter: _____

Type of ends required: Bell Number of connections required: _____

Type of connections: _____ All drains to ditch marked clearly: _____

NEW DRIVEWAYS

If installing driveway BLACKTOP: A blacktop apron **MUST** be added from that point to the road.

CONCRETE: Concrete **MAY NOT** extend past the culvert.

Other Comments: _____

Property Owner Name: _____ Phone # _____

Owner Mailing Address: _____

Signature of Applicant: _____ Date: _____

Signature of Town Official: _____ Date: _____

Acceptance: _____ Comments: _____

Rejection: _____ Comments: _____

TOWN OF NEWSTEAD ROADSIDE DITCHING POLICY

- Closing, filling or covering roadside ditches in the Town of Newstead is allowed with a permit.
- Appropriate State and County policies will prevail on New York State highways and County roads.
- Highway Department has the right to refuse the filling of the road ditch if the result would be harmful to area flooding, etc.

On Town of Newstead roads, the following will apply:

1. No closed drainage, filling or covering of roadside ditches on Town roads is allowed without an approved permit and fee payment.
2. A "Ditch Fill Permit" must be completed and submitted to the Building Department. The Building Department will then forward the permit application to the Highway Department, who will be responsible for installation of the drainage pipe. The Highway Superintendent, in consultation with the Town Engineer if required, shall review the application and determine whether the roadside ditch can be covered at the location requested; and if so, what additional items must be included, such as catch basins, receivers, etc. as may be required in order to ensure that road drainage is not compromised. Response to the applicant will be within one week. The Highway Department will call UFPO for locations. All drains must be clearly marked and exposed.
3. Any piping, receivers and other materials required for the covered ditch must meet the Highway Department's requirements and be purchased by the landowner prior to starting the job.
4. Any stone needed for base must be purchased by the landowner prior to starting the job.
5. The Highway Department will install said pipe and connect pipe to existing pipe where necessary at no charge to the landowner.
6. Installation will be completed to rough grade. It will be the landowner's responsibility to final grade and seed if desired. Final grade must be below shoulder of the road.
7. All work will be scheduled by the Highway Department (when time is available) after all requirements are met by the landowner.
8. Any fill required to bring the ditch to grade will be the responsibility of the landowner.
9. If driveway pipe is replaced, must be double wall solid smooth, and landowner is responsible for blacktop replacement, if necessary.
10. It is the landowner's responsibility to keep the ends of the drainage pipe free of obstructions and debris. The Town will assist the landowner in clearing any obstruction which cannot be removed from either end of the drainage pipe.